

# EXAMPLE OF SERVICE LANGUAGE

In re: Stanley J. Debtor

- Debtor

Case No. A00-00001-DMD

The form of language and detail show below should be used for any certificate of service, or affidavit of service whether it's included within a pleading itself, or as it's own separate pleading.

## **SERVICE LANGUAGE:**

The undersigned hereby certifies that on this 7th day of November, 2003, a true and correct copy of (*type the name of document here*) was served on:

U.S. Trustee  
Larry D. Compton, Trustee  
Chris Johansen, atty for debtor  
Mike Mills, atty for trustee  
Cabot Christianson

**Note:** It is only necessary to list those counsel you intended to get service, rather than everyone on the email list. For those parties receiving e-mail service, it is not necessary to note their email address.

Will Bishop  
PO Box 333445  
Juneau, Alaska 99999

**Note:** if you are serving someone who is not receiving email, you must include the mailing address you served them at.

Claire Steffans, Esq.,  
1234 Birch Street  
Anchorage, Alaska 99555

(- or- if using the matrix)

- matrix (attached)

**Note:** if you say you are serving the matrix, a copy of the current 3 column matrix you used for service must be attached to your pleading in your docket entry.

by first class regular mail, if noted above, or by electronic means through the ECF system as indicated on the Notice of Electronic Filing.

By: /s/ Jane B. Staffer  
Law Office of Smith, Jones, et al